

Equal Employment Opportunity Advisory Committee Operating Procedures (EEOAC)

I. AUTHORITY

The National Oceanic and Atmospheric Administration's National Weather Service (NWS) Equal Employment Opportunity Advisory Committee (EEOAC) is established by authority of the Assistant Administrator of the NWS. It operates under these procedures and is consistent with the efforts promoted through 29 CFR 1614, Executive Order 11478, U.S. Office of Personnel Management Federal Personnel Manual Chapter 713, U.S. Equal Employment Opportunity Commission Equal Opportunity Management Directive 715, and other statutes and regulations that govern the NWS equal opportunity program. Its purpose is to assist all levels of management to create an environment that is conducive to the recognition, development, promotion, understanding, and utilization of each employee's abilities, skills, and knowledge in order to achieve maximum productivity. The sponsoring organization is the Office of Equal Opportunity and Diversity Management (OEODM).

II. COMMITTEE DURATION

The committee will be a standing committee of indefinite duration with continuance dependent on the annual evaluation and approval of the OEODM Director.

III. OBJECTIVES

The committee is charged with:

(A). Providing advice, guidance, and recommendations to the OEODM Director in planning, implementing, monitoring, and evaluating NWS affirmative employment program on the employment and advancement of women, minorities and individuals with disabilities in the NWS workplace.

(B). Suggesting ideas and solutions regarding barriers and issues affecting women, minorities, and employees with disabilities in the workplace.

(C). Through the OEODM Director, examining and assisting management on policies and programs concerning women, minorities, and individuals with disabilities at NWS.

IV. COMMITTEE FUNCTIONS

The committee has a wide range of functions, which include:

(A). Recommending actions to improve performance in implementing the Annual EEO Status Report (Management Directive 715) to the OEODM Director.

(B). Assessing NWS barriers to the employment, promotion, and advancement of women, minorities, and individuals with disabilities, including access to programs and activities, and developing recommendations for the elimination of barriers.

(C). Receiving, considering, and transmitting; as appropriate, proposals, statements of problems in directorates, and other recommendations in matters relating to the employment of women, minorities, and individuals with disabilities. These areas of consideration will normally be NWS in scope or encompass more than one NOAA line office.

(D). Maintaining liaison with similar committees at NWS and other NOAA line offices.

(E). Meeting on a regular basis with the OEODM, Special Emphasis Program Managers (SEPMs), the OEODM Director, and other relevant program managers to discuss issues and assess progress toward their solutions.

(F). The annual evaluation of the effectiveness of the committee's structure and activities will be reported to the OEODM Director for recommending continuation, termination or, any changes considered desirable in the role and structure of the committee.

V. MEMBERSHIP

(A). OEODM will disseminate an announcement to NWS employees requesting volunteers to sit on the EEOAC. The SEPMs will nominate committee members to the OEODM Director. The OEODM Director will appoint committee members. The SEPMs will provide guidance and work in conjunction with the committee members as ex-officio members.

(B). Members will serve no more than two consecutive two year terms. The OEODM Director and the SEPMs will monitor the committee's effectiveness. When term expires, the SEPMs will provide a list of nominees for the OEODM Director's consideration.

(C). Membership will be given to a broad range of NWS employees, which will include individuals holding managerial and non-managerial positions.

VI. COMMITTEE CHAIR AND VICE-CHAIR

The committee chair will be staffed through OEODM. The length of the chair's appointment will be at the discretion of the OEODM Director. The committee will elect a vice-chairperson by simple majority from among its members who will serve for a period of two years. The same individual will not serve as vice-chairperson for more than two consecutive terms.

VII. COMMITTEE MEETINGS (FREQUENCY AND ABSENCES)

Initially meetings will be held once a month. After the committee is fully established, its members will determine the frequency of the meetings. Meetings of sub-committees will be on an as-needed basis. If a member is absent from three consecutive meetings or four meetings over the course of 12 months, the committee may dismiss the individual by vote of the majority.

VIII. FILLING VACANCIES

Vacancies occurring on the committee for any reason will be filled in the same manner as the position was filled originally. That is, individuals will be nominated by the SEPMs and selection made by the Director. The vacancy will be filled until the expiration of the appointment of the vacating member, at which time the new member may be reappointed to serve a full term. If the initial appointment was for a period of 8 months or less, the new member can then be reappointed for a second full term.

IX. SUB-COMMITTEES

The committee will form such sub-committees, as it considers necessary, on a continuing or ad hoc basis, to address specific items such as employment, training, and attitudinal barriers; career development; recruitment; merit promotion, special events, committee membership or issues as they arise.

X. COMMITTEE SUPPORT

OEODM and the SEPMs will be responsible for management control and logistical support functions for the committee. An individual from the committee will be elected to serve as Executive Secretary to the committee. Election will be by majority of those in attendance. This position will be rotated on a biennial basis.

XI. COMMITTEE CHARTER AMENDMENTS

This charter stands until revised by the committee with a two-thirds vote of the membership and final approval by the OEODM Director.